

PUBLIC WORKS OPERATOR/ARENA

Position Title: Public Works Operator/Arena

Department: Public Works

Department Head: CER & Public Works Directors

Immediate Supervisor: Arena Operations Supervisor

Pay Range: 5 **FLSA Status:** Non-exempt

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| APPROVED: | April 5, 2000 |
| REVISED: | December 20, 2004 |
| REVISED: | March, 2006 |
| REVISED: | August, 2014 |

Purpose

This position performs non-supervisory manual, semi-skilled and skilled work to perform routine maintenance tasks at the City's multi-purpose facility.

Organizational Relationships

Communicates with: *Internally* - Public Works and CER staff; *Externally* other ice arena staff, refrigeration companies, building renters, vending and supply companies, outside contractors and other facility users.

Provides some work direction to: part-time maintenance; part-time concessions; part-time work-study; part-time green thumb; part-time event workers; community service workers & cleaning crews.

ESSENTIAL FUNCTIONS

Provide customer service to facility users as requested or needed.

Respond to concerns or needs of the facility users.

Enforce facility rules and regulations.

Diagnose problems with plumbing, HVAC, electrical and energy management systems.

Operate and maintain all facility equipment and machinery.

Provide security for dry floor events and staff office.

Serve as lead person for staff at various events.

Order and maintain a stock of parts and supplies for equipment and building maintenance.

Assist Supervisor in writing specifications for purchases;

Research and assist Supervisor in evaluating products for budget forecasting purchases.

Other Duties and Responsibilities

Conducts cleaning, painting and repairs and remodeling as needed.

Performs other related duties as assigned by Supervisor.

Required Knowledge, Skills and Abilities

Knowledge of, and ability to apply, EPA rules relating to the transition and recovery of refrigerants; county and state health laws relating to concessions and food services; state and federal safety requirements including blood-borne pathogens and spills of bodily fluids; air quality laws; fire and building codes; state laws relating to electrical inspections; and federal laws dealing with sexual harassment.

Knowledge in ice making, ice painting and installation of dasher board and glass system.

Skill in using of carpentry practices/procedures for installation of dasher board and glass systems and other building related projects.

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Required Knowledge, Skills and Abilities (Continued)

Knowledge of plumbing, electrical, HVAC systems and mechanical equipment.

Skill to diagnose problems with building systems and equipment.

Ability to repair building systems and equipment or notify Supervisor of need to secure outside assistance.

Skill to plan and organize new installations and remodeling projects.

Ability to carry projects out in a timely manner.

Machines, tools and equipment used: Computer, zamboni ice resurfacer, ice-edger, pickup and snow plow, ice painter and sprayer, mower and snow blower, floor scrubber, wet and dry vacuum, system controller and numerous hand tools, carpentry tools, arc welder, metal lathe and cutting torch.

MINIMUM QUALIFICATIONS

High School Diploma or equivalent

1-3 years experience in maintenance/construction areas.

Combination of experience or education may be considered.

Background in mechanical, construction and building systems.

Good communication skills.

Preferred Qualifications

EPA Refrigerant Handling Certification.

Working Conditions

Majority of time is spent indoors at City's multi-purpose facility. Performs a variety of physical movements such as bending/stooping, pushing/pulling and twisting/turning. Operates a variety of equipment and machinery. Performs a variety of lifting with objects frequently weighing over 150 pounds. Occasionally enters confined spaces and works at heights up to 30 feet.

Experiences temperature extremes and must maintain balance while working on ice surface.

Exposure to irritants/fumes, hazardous chemicals, vibrations, infectious diseases, noise and electric shock.